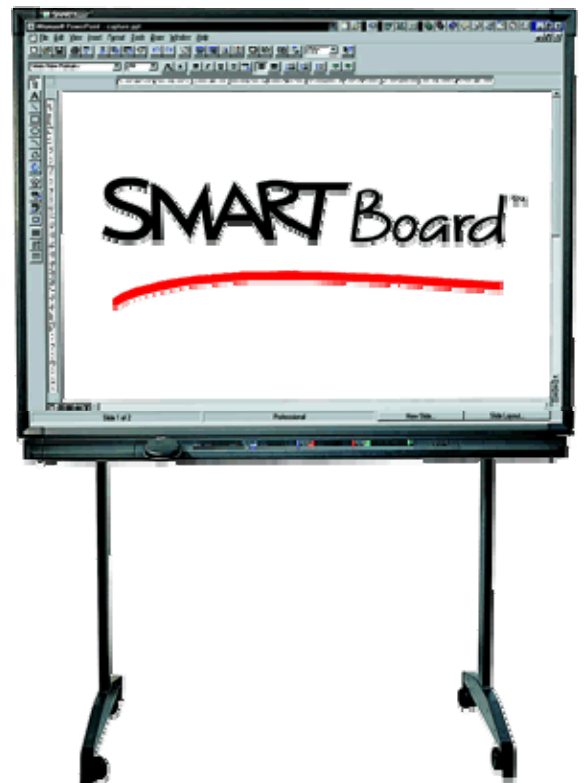


SMARTboard

Training



Let's Get Started!

- You do not need to have a SMARTboard attached to your computer in order to use the Software.

Check to make sure you have the latest version of the Notebook Software v.10. If you need to update go to: <http://smarttech.com/NB10ProductKey/Download.aspx?lang=eng-U.S.>

Floating Toolbar

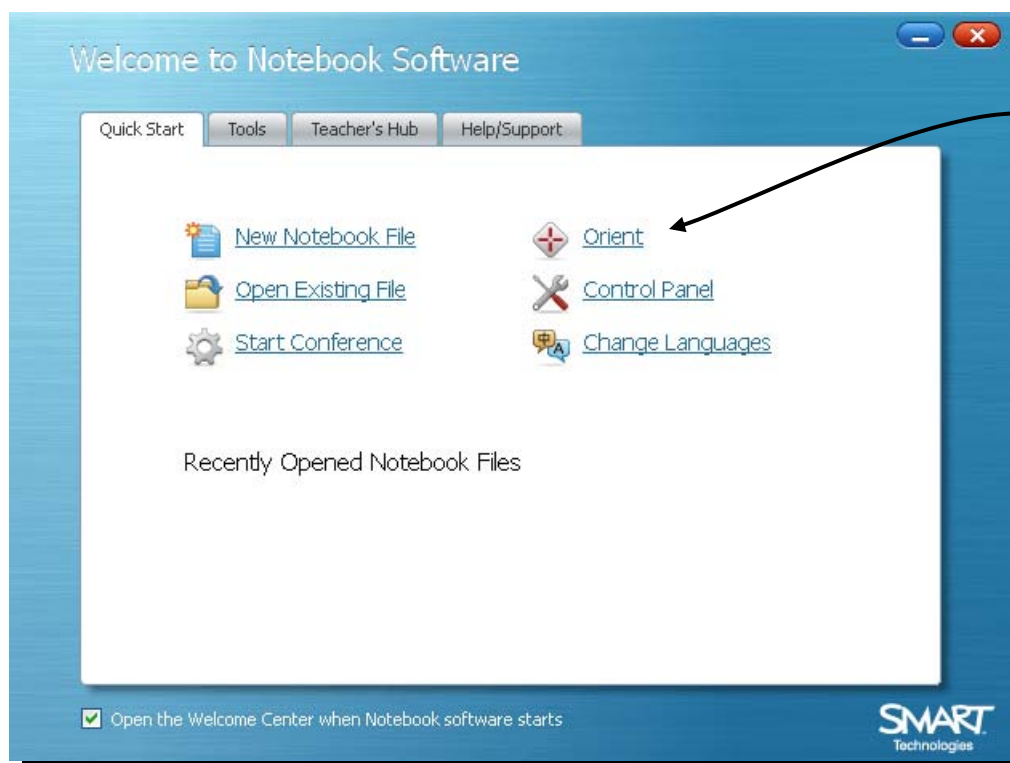
By default the software displays a floating toolbar on your desktop. This is great if you are using the software, but can be distracting when using other applications. In order to hide the toolbar:

Look in your system tray
You will see an icon
Choose "hide floating tools"



When you launch the Smartboard software the Welcome Page will appear. You can also get to it by clicking the blue Smartboard icon in the MS Notification Area.

The Welcome Page is an easy to use menu for accessing all areas of the Smartboard Software.



Orienting the Smartboard

Your finger is your mouse when using a Smartboard. In order to maintain accuracy you need to "ORIENT" your Smartboard.

There are two ways to get to the "Orient Page."

- **Welcome Page, click on "Orient."**
- Press and hold the **"keyboard button"** AND the **"right click button"** on the Smartboard's Pen Tray at the same time.

To Orient:

Press the red X inside each grey diamond

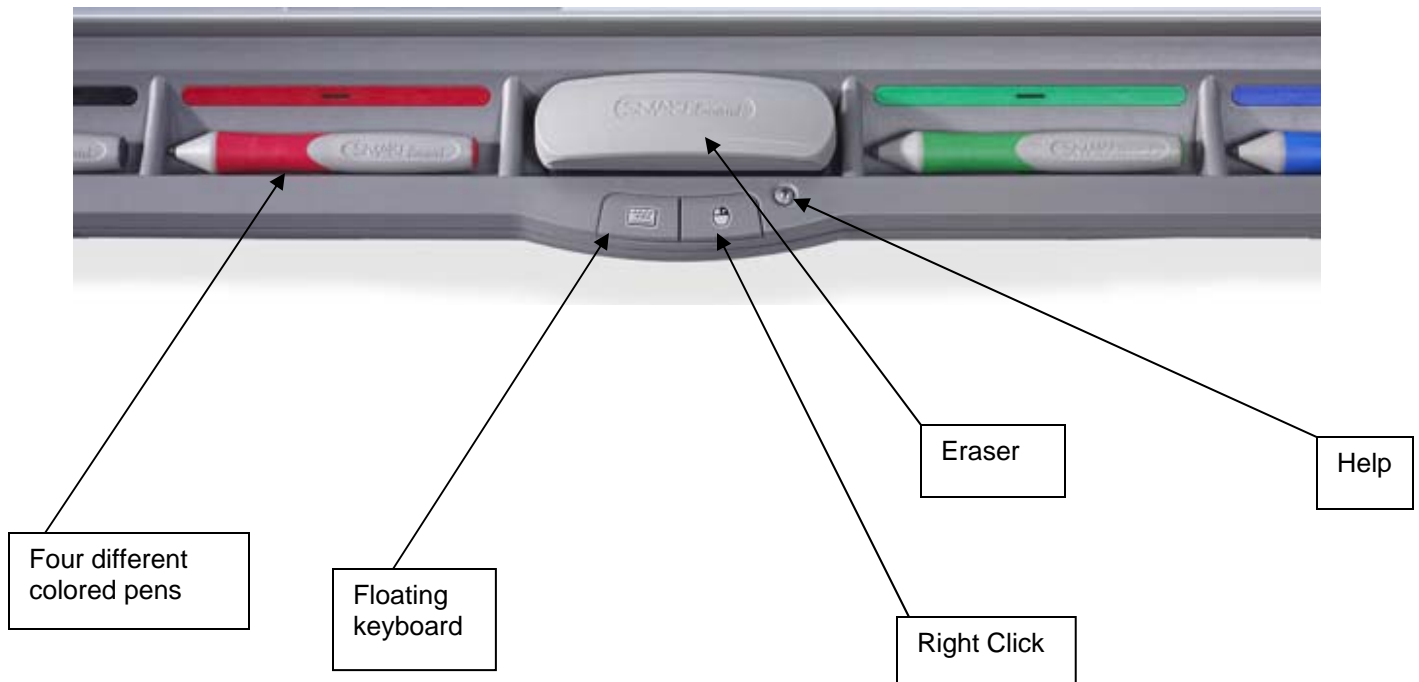
Remember: Smartboard calibrates when you **RELEASE** your touch, so slide your finger over to the right spot.

To Change Orientation levels:

Press the blue Smartboard icon in the notification area, then select **Control Panel > SMART Hardware settings > Orientation Alignment Settings** and choose the precision level you want.

The Pen Tray

The pen tray attached to the Smartboard allows you to interact with the board



A good resource when you are using interactive websites or other existing resources online

When you pick up a pen tool from the Smartboard two things happen:

- a border appears around your desktop
- a floating toolbar appears

You now have the ability to write on an invisible layer over whatever you have on the screen. You also have the ability to save anything you write

The Digital Ink layer will remain active until all tools are replaced in the pen tray and you touch the board. At that point a menu will pop up and you will choose to either:

- Save Ink – save an image of the screen
- Clear Ink – clear the writing, but keep the Digital Ink Layer
- Close Ink Layer – clear the writing and close the Digital Ink Layer

If you accidentally clear your writing, you can click on the “Undo Button” to restore your work.

Digital Ink Layer Floating Toolbar



Go back to being a mouse

Pen Tool

Highlighter Tool

Eraser

Line Tool

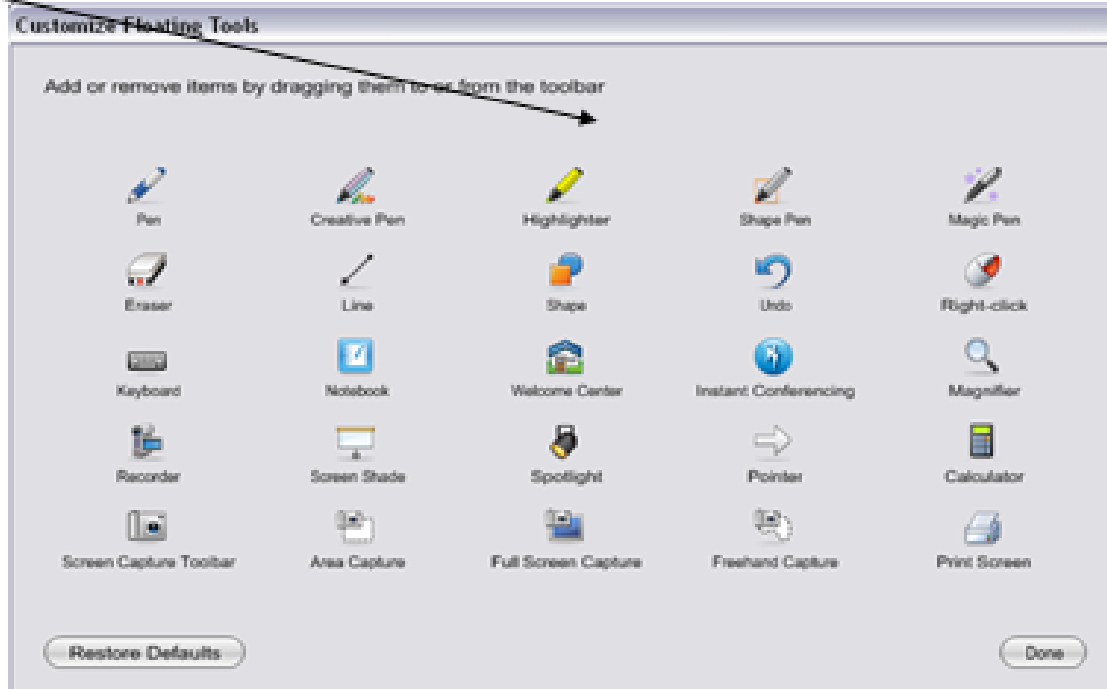
Shape Tool

Right Click

Floating Keyboard

Open Notebook Software

Undo



How would I use this in the Classroom?

INK AWARE APPLICATIONS

Overview

The Smartboard Ink application can talk to other software applications including MS Word, Excel, PowerPoint and Adobe.

Your notes can be saved directly into the Word, Excel or PowerPoint file and will be visible the next time you open your document.

A mini-floating toolbar is incorporated into the other software application.

Smart technologies Handout:

Using Microsoft Office Applications with SMART software.

<http://downloads01.smarttech.com/media/services/quickreferences/pdf/english/qrn10usinginkaware.pdf>

Smart technologies online tutorials:

Ink Aware -<http://downloads01.smarttech.com/media/trainingcenter/flash/inkaware.htm>

An online tutorial that reviews the Smartboard features when using Microsoft Excel and Word.

PowerPoint Software-<http://downloads01.smarttech.com/media/trainingcenter/flash/powerpoint.htm>

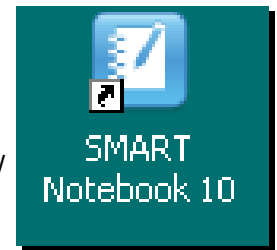
An online tutorial that reviews the Smartboard features when using Microsoft PowerPoint

More Details on SMART Tools

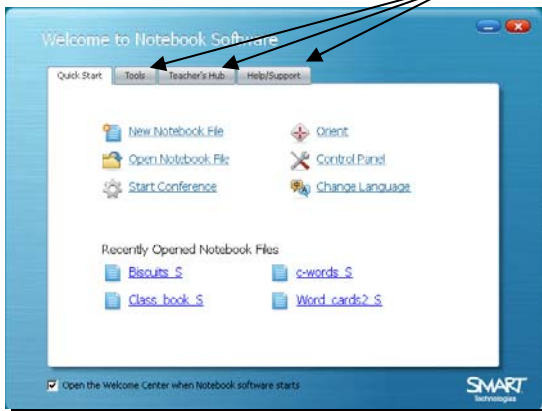
http://onlinehelp.smarttech.com/english/windows/help/notebook/10_0_0/helpcenter.htm#NBNotebookSoftware.htm

Using Your Notebook Software

After the SMARTboard drivers have been installed on your computer, you should see an icon like this one. The notebook software is also installed. Notebook software is the software developed by SMARTboard to work specifically with their interactive whiteboard.



We will cover these tabs later

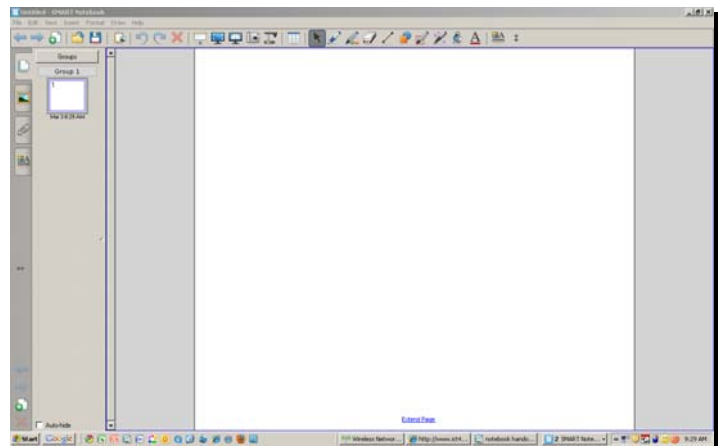


When you open the software, you will see a splash screen appear. This screen is your navigation. Where do you want to go?

- New notebook File-allows you to start a new project
- Open Notebook File-open an existing project
- Start Conference-if your computer and board have been configured, you can use it for "conference" sessions through visio etc. In most cases you will not do this in the classroom.
- Orient-this is a repeat from your floating toolbar. You do not have to Orient from the toolbar, you can wait and do it here.
- Control Panel-you can jump to other settings here that include, hardware settings, connection wizard and more.
- Change Language-you can change the language
- Recently Opened Notebook Files-will show you the last few lessons you had open.

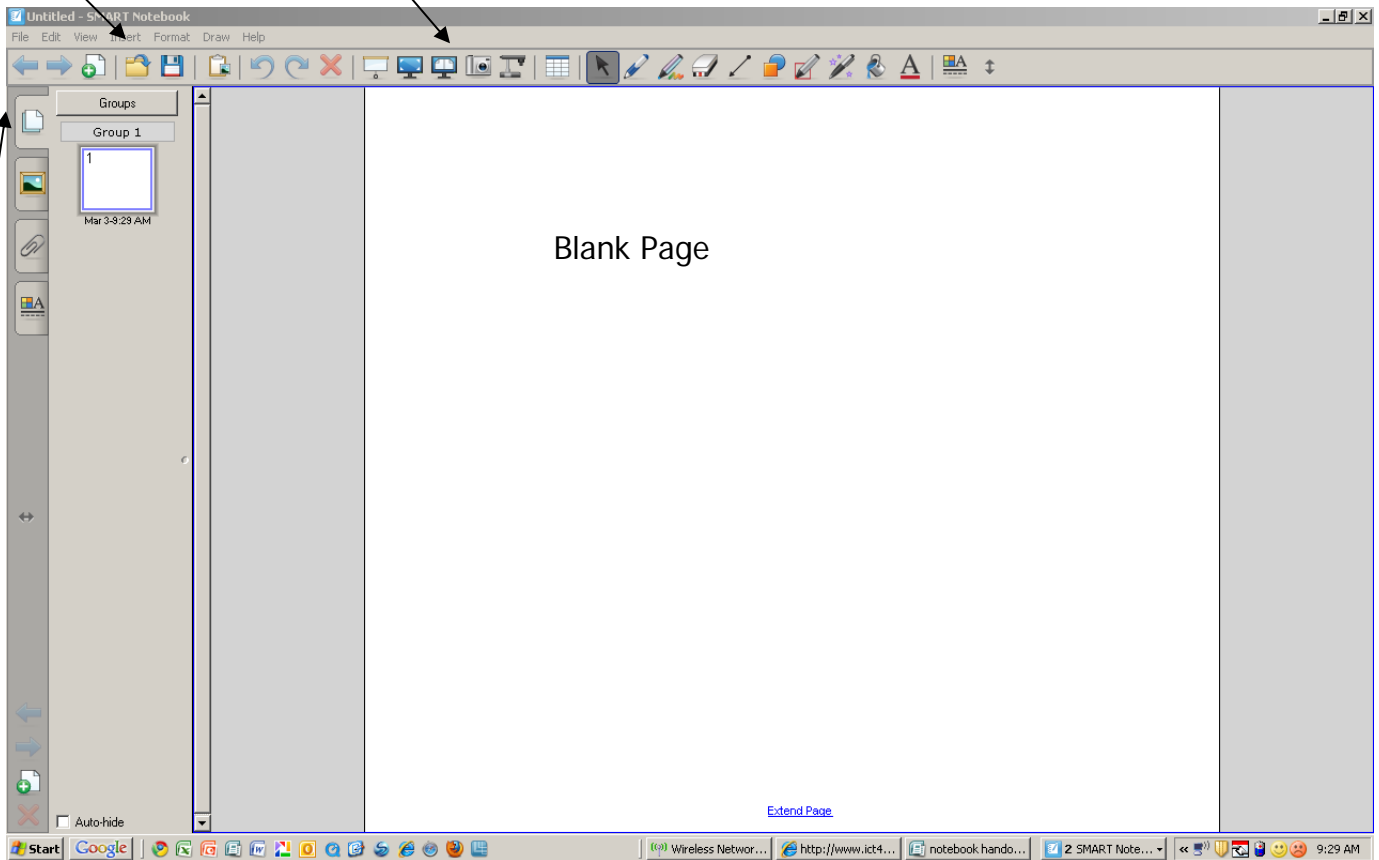
Let's start with a new notebook file

- Click on the "New Notebook File" link.
- Your screen opens with a new "page" in the work area.



Pages
Viewer

Tool bar



Pages

Gallery

Attach Other

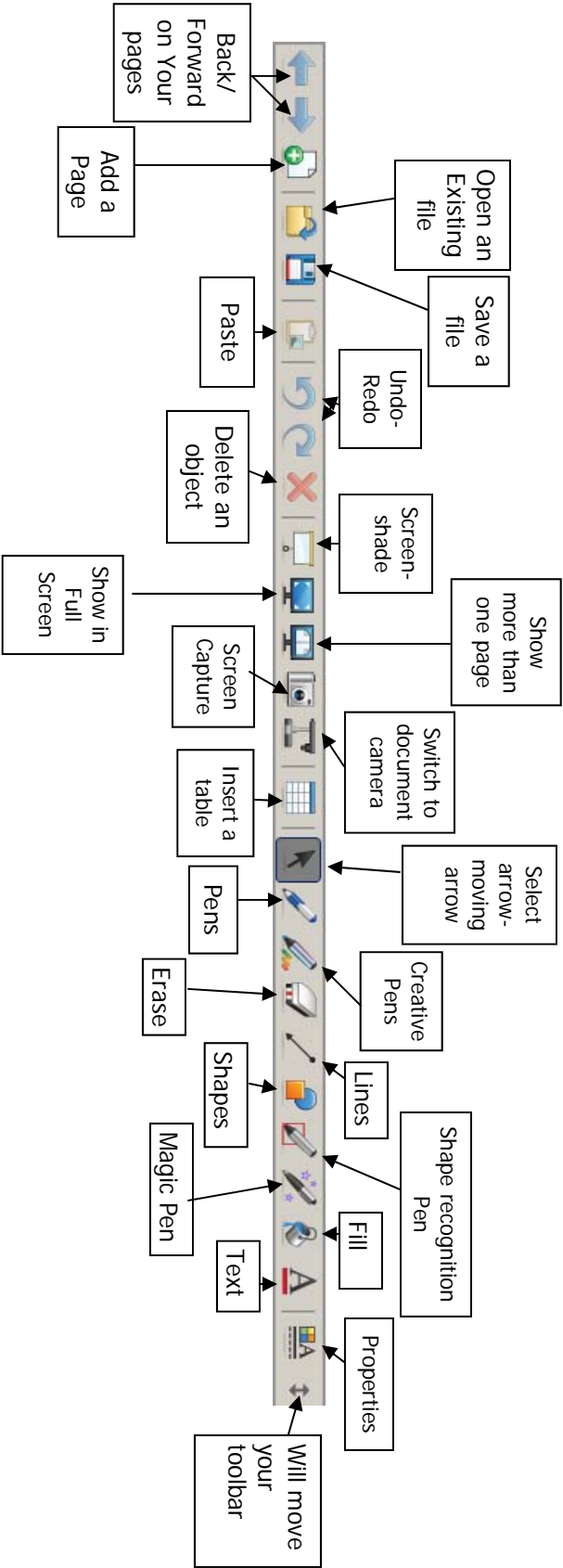
Formatting

Your workspace is much like many other applications. Your main workspace opens with a blank page.

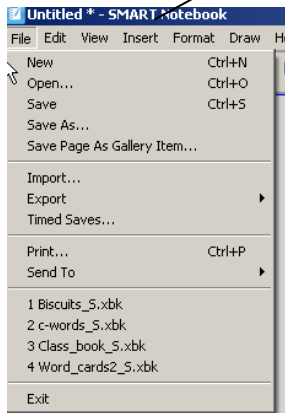
Your toolbars and menu are at the top

The tabs on the side allow you access to other pieces of the program.

Breaking down the pieces



File Edit View Insert Format Draw Help



Open files, close files, save files. You can also save some of your own pictures etc in the Gallery.

You can import documents into Notebook from other software programs.

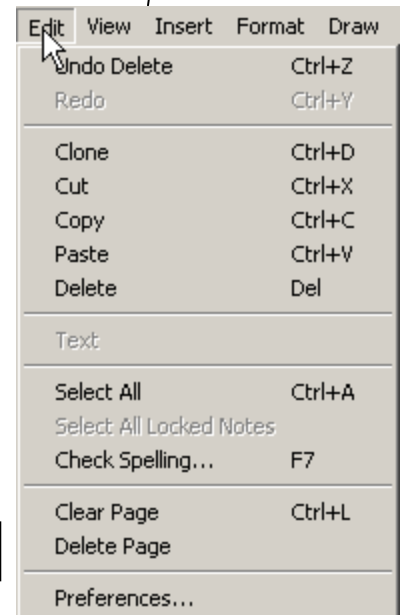
Print pages or send via email.

Recently opened files

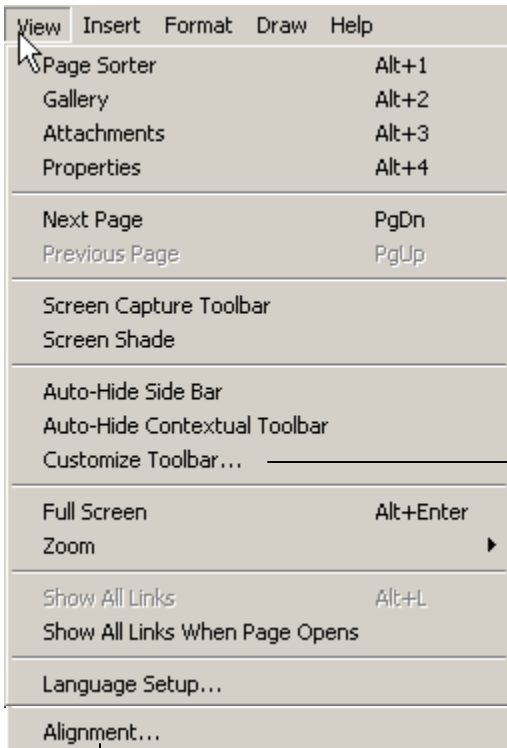
Undo-Redo also on toolbar

Clone-if you have an object selected, you can copy it

Clear everything off the page, or delete the page



VIEW



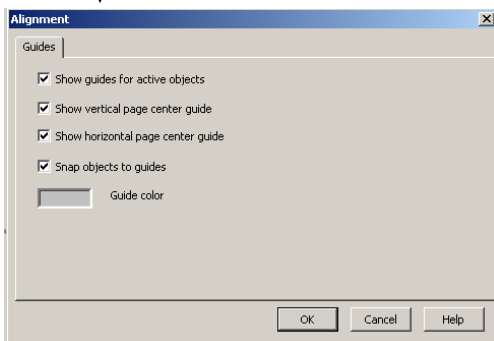
- Changes what you see in the left Panel-shows only pages
- Changes what you see in the left Panel-shows only Gallery
- Changes what you see in the left Panel-shows only attachments
- Changes what you see in the left Panel-shows only properties (recordings etc.)
- Changes to the next page of the lesson

Screen capture will allow you to take a screen shot of what is showing.
Screen shade allows you to hide part of the screen

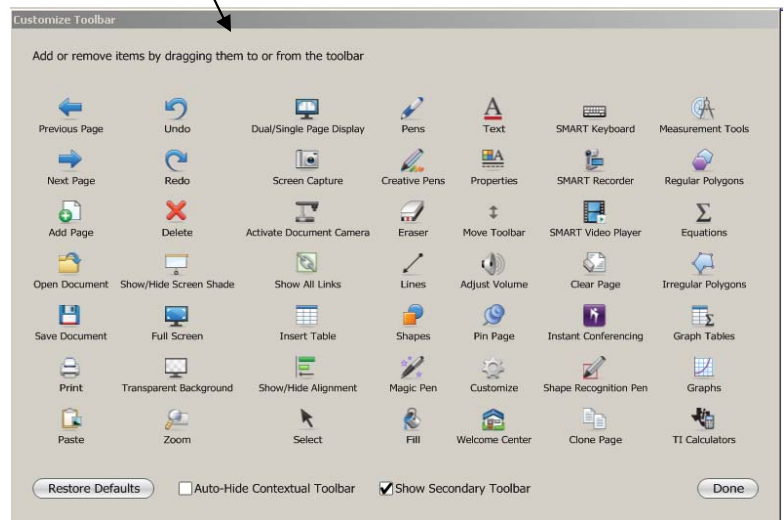
Allows you to hide left side panel

View your lesson full screen or zoom in

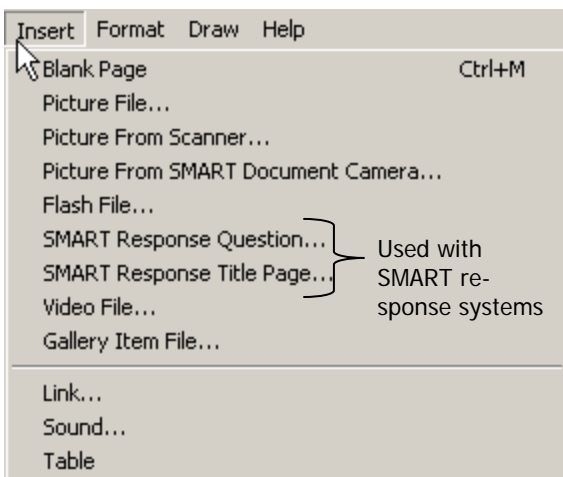
You can add or remove icons from your toolbar



You can add grid lines to help with design



Insert



Insert a new page

Add a picture from a location on your computer or directly from scanner

Take a picture of the doc camera and insert

FORMAT

BoldCtrl+B

UnderlineCtrl+U

ItalicCtrl+I

Set Item Properties...F4

Set Picture Transparency...

Locking

Infinite Cloner

Background...

Themes

Alignment...

Deals with Fonts

Working with shapes/graphics on page

• UnlockCtrl+J

Lock In PlaceCtrl+K

Allow Move

Allow Move and Rotate

You have the ability to “LOCK” items in place. This is helpful when creating interactive lessons. It prevents students from moving things that do not need to be moved.

Themes allow you to create custom backgrounds

Great Tool! Allows you to give a graphic to ability to copy over and over

Opens the back-ground panel that allows you to create a background for your page

DRAW

DrawHelp

GroupCtrl+G

UngroupCtrl+R

Flip

Order

SelectCtrl+1

PenCtrl+2

Creative PenCtrl+3

EraserCtrl+4

LineCtrl+5

ShapesCtrl+6

FillCtrl+7

TextCtrl+8

Magic Pen ToolCtrl+9

Equations

Allows you to “group” or “ungroup” several shapes making them into one object

Left/Right Up/Down

Bring to FrontCtrl+Shift+PgUp

Send to BackCtrl+Shift+PgDn

Bring ForwardCtrl+PgUp

Send BackwardCtrl+PgDn

Allows you to stack graphics in front or behind each other.

Opens the same pen menu as represented on the tool bar

Same as toolbar

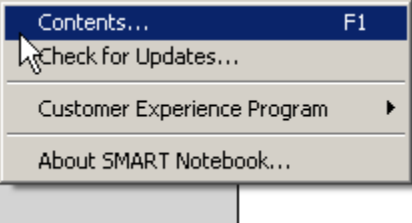
Opens the same options as toolbar

Opens color fill panel (left side)

Same as text tool on toolbar

Same as on toolbar

HELP



Check for updates and get help with this menu

Left Panel

Page sorter view

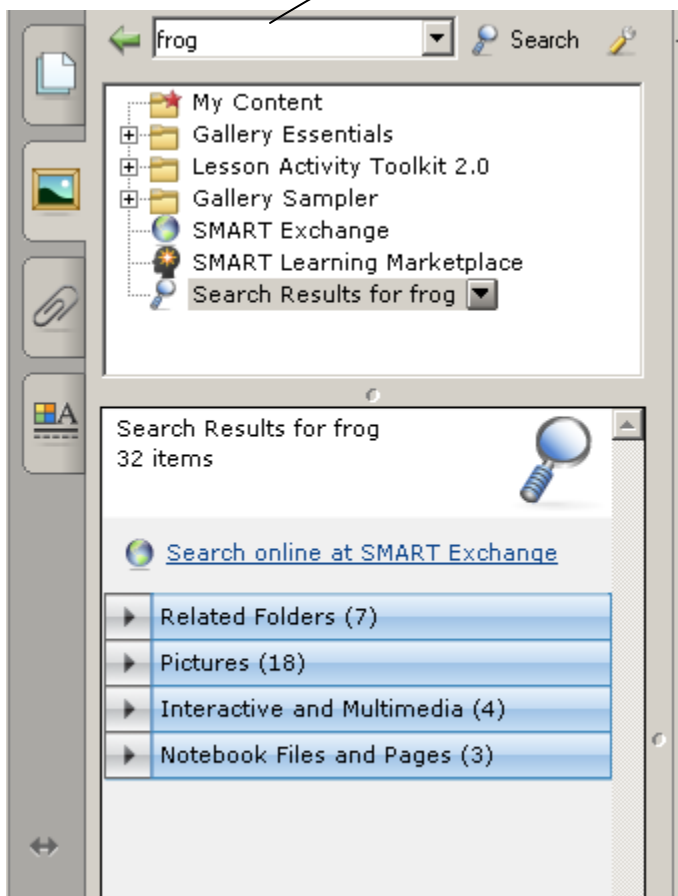
Gallery


Attachments

Formatting



The Gallery In Detail



Type a keyword into the **Type search terms here** box, and then press **Search** 

The Gallery displays all content containing the keyword.

1. Browse to the category that contains the Gallery item you want to add.
 2. The category's contents appear as thumbnails.
 3. Double-press the thumbnail.
 4. If you add a picture, Adobe Flash file, Adobe Flash video file or sound file, it appears on the current page.
 5. If you add a background, it replaces the page's existing background.
 6. If you add a page from a .notebook file, SMART Notebook inserts it before the current page.
- If you add a .notebook file, SMART Notebook inserts the file's pages before the current page

More on the Toolbar

Planning a Lesson

Before you present your lesson here are some things to think about in your classroom.....

1. Where can the children reach on the board?
2. Are the children seated where they can see the board with ease?
3. Which areas of the classroom have the worst areas of visibility?
4. Which areas of the classroom have no effective visibility?
5. Can the children move to and around the IWB?
6. Are there any issues associated with equality of access and children's IEPs?
7. Are the seating arrangements appropriate to continuity within the session?
8. Are the color scheme and typeface of the slides clearly visible?

